

**HUMAN RESOURCES OFFICE**  
**MONTANA NATIONAL GUARD**  
**TECHNICIAN & AGR BULLETIN**

**JUNE NO: 01-06**

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## SECTION I – GENERAL INFORMATION

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\* Website: [www.discoveringmontana.com/dma/hro](http://www.discoveringmontana.com/dma/hro)

Not long ago I stopped by a local playground to watch a Little League baseball game. To get myself up to speed, I asked one of the youngsters what the score was. "We're behind 16 to nothing," he answered. "I must say you don't seem discouraged," I said. "Why is that?" "Discouraged?" said the boy. "Why should we be discouraged? We haven't even been up to bat yet."

- Author Unknown

## SECTION II – LABOR RELATIONS

**SMS ROGER HAGAN**

### ***ANNUAL NOTICE OF RIGHT TO UNION REPRESENTATION***

The Civil Service Reform Act gives technicians represented by an exclusive labor organization [i.e. Treasure State Chapter #57 (ARNG) and MT Air Chapter #29 (ANG)] the right to have a union representative present at a meeting which involves an examination by a representative of the agency in connection with an investigation. Section 7114 (a) of Title 5, United States Code (USC), states that:

“(2) An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at -- ...

(B) any examination of an employee in the unit by a representative of the agency in connection with an investigation if --

(i) the employee reasonably believes that the examination may result in disciplinary action against the employee; and

(ii) the employee requests representation.

(3) Each agency shall annually inform its employees of their rights under paragraph (2) (B) of this subsection.”

The right to union representation is known as “Weingarten rights”. Now that you have read the “legal jargon” about why management officials (supervisors and managers of technicians, whether technician or AGR themselves, as well as other investigators brought in by management) should be prepared to honor the employee’s request for union representation when conducting an investigation or inquiry, let’s take a look at what our Labor/Management Agreements (LMA’s) require. They are more restrictive.

Article 19, section 19-5 of the ANG LMA and Article 10, section 5 of the ARNG LMA set out very clearly that prior to any discussions that *may* lead to disciplinary or adverse action, the supervisor (this includes any management official as stated in the paragraph above) will notify the technician of the right to Labor Organization representation. The article goes on to say that *any* investigatory interview requires notification of representational rights up front, presumably because the investigatory interview may lead to discipline or adverse action.

So, how would a supervisor know when or when not to offer union representation? Typically, if a supervisor were to call me prior to having a discussion with an employee, whether or not it is felt that the discussion may lead to discipline or adverse action, I would recommend that the employee be offered union representation. You will notice that I said recommend. Neither the law nor the LMA’s require Weingarten rights in every situation, but going beyond the law and agreement certainly can be a help. I even go so far as to recommend that the supervisor contact a labor official prior to the employee discussion just to let them know something is going on.

Keeping our labor officials “in the loop” *prior* to potential Weingarten discussions helps in several ways. Two that come to mind are: a) it builds trust within our organization among supervisors and the union, and, b) it helps the union prepare and better understand the need for the employee discussion. That way the union is not caught by surprise if an employee comes to them for representation. Now let me caution you supervisors about the right of your employee’s privacy. If you intend to notify a labor official, prior to an employee discussion, do not, **repeat do not**, mention the employee by name. Merely advise the labor official that a discussion with a bargaining unit member will be taking place, give the general topic, and tell them that the employee may be contacting them for representation.

Finally, I would like to remind the employees that they have a responsibility in this situation also. If a supervisor fails to offer the union representation it is your responsibility to, a) determine if the discussion may lead to discipline or adverse action and, b) ask for union representation. Not everyone will remember all the rules, therefore, you can help the supervisor by reminding them

about the Weingarten rights. Together, we can solve the largest of problems with the smallest of effort. If you have any questions, please contact me at 841-3119 or DSN 747-3119.

## **TWELVE WAYS TO PREVENT GRIEVANCES**

### **1. Check the possible causes of grievances.**

Following are common causes:

- Giving orders without giving the reasons.
- Unexplained pay shortages.
- Bad tools and machines out of order.
- Favoritism.
- Relatives working under a foreman.
- Unequal division of comp time.
- Withholding credit where credit is due.
- Blaming workers unfairly.
- Poor instructions.
- Stealing credit for a worker's idea.
- Ignoring or repelling suggestions.
- Failure to abide by union contract provisions.
- Setting up too many rules and regulations.
- Ignoring requests and complaints.
- Hard-boiled supervision.
- Lack of sincere human interest in workers.
- Failure to keep promises.
- Unhealthy or uncomfortable working conditions.
- Sudden, unannounced changes in methods or working conditions.
- Putting people on jobs for which they are not fitted.
- Penalizing workers for conditions beyond their control.
- Antagonistic attitude toward the steward and the union.

2. **Correct Irritations Promptly.** They don't correct themselves, but tend to grow and become more irritating.

3. **Encourage Corrective Suggestions.** If you maintain a friendly and fair relationship with the steward, he/she is more likely to make a suggestion than to file a grievance.

4. **Keep Promises.** Nothing will stir up a grievance quicker than a broken promise.

5. **Assign Work Impartially.** There are preferred jobs in every department. Make sure these jobs and comp time are assigned as impartially as possible.

6. **Give the Reasons.** Give reasons for assignments before they are made. Workers take more intelligent interest in their work if they know the reason "why". Taking time to give reasons is a great time saver for your departments.

7. **Treat Workers as Individuals.** No two people are alike. In order to treat all workers with equal fairness, you must learn to know each one as an individual. Unless you take the time to know each person, you will not know how to lead them.

8. **Give Advance Notice of Changes.** It is safe to assume that every human being will resist change unless they are prepared in advance for the change. Keep the steward informed of changes that are going to take place -- ask for their suggestions and get their help in selling the change to the people. If you surprise workers with abrupt changes, you may expect many grievances.

9. **Be Consistent.** If you penalize one worker for an offense after having overlooked it when another worker committed the same offense, you lay yourself wide open for a grievance. It is your duty to enforce rules and regulations with even justice to all. To do this and be consistent in doing it, your actions must be prompted by the "merit", not the person.

10. Let the Workers Know How They are Getting Along. It is much easier to correct a small fault in a worker if at the same time you let them know that you recognize their good points. If a person knows how he/she stands with you, they will be less likely to “make mountains out of molehills” and keep running to the steward with gripes.

11. Act Promptly on Requests. There is a difference between a request and a grievance. The more you can encourage a steward to come with requests rather than grievances, the better your relationship will be. Accept requests open-mindedly and act promptly on them, even if you must turn them down for good reason. Do not neglect requests and allow them to develop into grievances by default.

12. Learn to Listen. If you are unwilling to listen, it always appears that your mind is made up before hearing the other person’s story. This in itself antagonizes them. It makes them feel that you do not respect their point of view, that you will not give them a fair hearing. Under such circumstances, the steward or worker will magnify his/her complaint in order to get attention somewhere else. To be a good listener will help you prevent many small complaints from growing into big and bitter grievances.

## **SECTION III – EMPLOYEE DEVELOPMENT**

### **2LT KEITH KELLY**

#### **Montana Family Education Savings Program**

Have you ever wondered how your children or grandchildren will finance a college education? Well here is your chance to help out, and get 3k/6k for married couples state tax deduction. The Montana Family Education Savings Program wants to help the Montana National Guard full time force by allowing our Technicians and AGRs to set up as little as \$25.00 allotment to go to one of these education accounts. If you are interested give me a call at ext. 3120 or check out the following web link.

<http://montana.collegesavings.com>.

#### **On the Agenda:**

Future planning of HRO sponsored training for the remainder of the year.

- a. Managing Difficult Employees 18 – 19 June Cottonwood Aud. 120 FW Great Falls.
- b. NGB Supervisory Orientation Course 10 – 14 Sep 2001 1-189<sup>th</sup> AVN BN CSAB Helena
- c. New Employee Orientation 25 Oct 2001 – Ramp Room HQ MTNG Helena
- d. LONG-RANGE FERS RETIREMENT SEMINAR TO BE HELD ON 25 JULY – Location TBA

We also plan to hold the short-term retirement planning seminar some time this summer, long-term retirement some time this fall.

### **Tech Training:**

Due to the scarcity of technician training dollars any Technician Training Request i.e. (DD Form 1556) for the remainder of the year that haven't already been programmed must come with the dollars to support the request.

## **SECTION IV – EMPLOYEE RELATIONS/SERVICE**

**SFC SHARON KABERLINE**

**TSG ROBERT GREGORI**

# Employee Services

### **THRIFT SAVINGS PLAN**

Rates of Return were updated on **June 4, 2001**.

	<b>G Fund</b>	<b>F Fund</b>	<b>C Fund</b>	<b>S Fund</b>	<b>I Fund</b>
May 2001	0.47%	0.61%	0.65%	1.42%	(4.13%)
<u>Last 12</u> <u>Months*</u> (6/1/2000 - 5/31/2001)	5.93%	13.18%	(10.55%)	(4.88%)	(17.72%)

\* The G, F, and C Fund returns for the last twelve months assume, except for the crediting of earnings, unchanging balances (time-weighting) from month to month and assume earnings are compounded on a monthly basis. The S and I Funds were implemented in May 2001, so twelve-month returns are not available. Percentages in ( ) are negative.

The monthly G, F, C, S, and I Fund returns represent the actual total rates of return used to allocate monthly earnings to participant accounts. Allocations are usually completed by the 4th business day of the month. The returns are shown after deduction of accrued TSP administrative expenses. The F, C, S, and I Fund returns also reflect the deduction of trading costs and accrued investment management fees.

### **Questions About Rates of Return**

**Q. Why does it take 7 business days after the end of each month to update the TSP rates of return?**

A. The C and F Fund asset manager provides the TSP with the final C and F Fund earnings reports on the 4th business day of the month, after the month-end C and F Fund trades are settled.

Upon receiving the earnings figures, the TSP record keeper begins the posting of earnings to the

2.3 million TSP accounts. After earnings are posted to all of the accounts, other transactions such as loans, withdrawals, and interfund transfers are processed. This monthly cycle takes several days. After the cycle is completed, the rates of return and account balances are updated.

For more detailed information regarding investments and earnings, read the Guide to TSP Investments available in [Forms & Publications](#) or from your agency personnel office.

**Q. Why aren't the rates of return available on a daily basis?**

A. The TSP is a monthly valued plan, which means that returns are calculated monthly and accounts are updated monthly. The TSP is preparing to convert to a daily valued plan, at which time the value of TSP assets will be updated daily, rather than once a month. However, this change cannot be accommodated under the present TSP record keeping system. Daily valuation will be available when the new record keeping system (currently under development) is in place.

**Q. How can I track the performance of the C and F Funds on a daily basis?**

A. You can follow the performance of the C Fund between monthly updating of the rate of return by following the Standard and Poor's (S&P) 500 index in your newspaper. Because the C Fund tracks this index, it is a good proxy for C Fund performance. The percentage change in the index value from the end of the prior month to the end of the current month is the approximate return of the C Fund. Please note that the daily S&P 500 index values do not include reinvestment of dividends. As a result, the C Fund returns, which do include reinvestment of dividends, will be higher than the published S&P index values.

The F Fund tracks the Lehman Brothers Aggregate (LBA) index; however, most newspapers do not publish the daily LBA index values or returns. The closest substitute for LBA index performance can be found in Section C of The Wall Street Journal, under the table called Bond Market Data Bank. The last section of the Major Indexes listing in the table is "Broad Market." The "Domestic Master" line in this section is representative of the performance of the LBA.

For further information, read the section entitled "Sources of TSP Investment Performance Information" in the booklet Guide to TSP Investments, available in [Forms & Publications](#) or from your agency personnel office.

**Q. What stocks are in the C Fund?**

A. The C Fund is invested in common stocks of the 500 companies in the Standard & Poor's 500 stock index. Many of the stocks in the index are household names, such as General Electric, Coca Cola, and Microsoft. The 20 largest companies in which the C Fund is invested can be found on page 18 of the Guide to TSP Investments, which is available in [Forms & Publications](#) or from your agency personnel office.

**Q. It would be helpful to be able to graph the rates of return for the C, F, and G Funds. Can this be done so that we can get a better overview of how the funds compare?**

A. Check out the [Historical Rates of Return](#). We have added a graph of the annual C, F, and G Fund rates of return from 1988 through 1997.

Graphs of investment performance are also provided in the Guide to TSP Investments, available in [Forms & Publications](#) or from your agency personnel office. In addition to charts comparing



the three TSP Funds, the booklet also provides more background information about TSP investments.

### **General Questions About the TSP Web Site**

**Q. I am having trouble getting current information on the TSP Web site. For example, when I try to get the most recent rates of return, I get rates that are three months old. Why isn't information on the TSP Web site more current?**

A. The information on the Web is updated as soon as possible after it is available. The problem you are experiencing may be due to the fact that your browser's cache is not being cleared automatically or as frequently as it should.

Generally, the first time you ask for a Web page, your browser goes to the Internet to get the information you are requesting and temporarily stores it in your browser's memory (or cache). When you request that same information again, your browser first goes to your cache to retrieve the information that is already there -- this serves to reduce traffic on the Internet and improve speed and performance. Unfortunately, the information that is stored in your cache may be old and outdated information and that is what you may be viewing. To avoid getting stale information, you need to set your browser so that the cache is cleared out more frequently and your system retrieves the information from the Internet rather than going to your cache. We recommend that you set your cache to be automatically reloaded (or cleared) once per session. Also, the reload button on your browser has a similar effect and can be used to refresh the information you are viewing.

In addition, you can manually clear your cache by using your browser's Preference option and pressing the Clear Memory Cache Now and Clear Disk Cache Now buttons. You can change the size of your memory or disk cache to maximize its effectiveness. A larger cache might increase your browser's performance, although allocating too much space can constrict other applications.

If you need more information, check with your system administrator.

**Q. Can I change my TSP account address on the Web?**

A. No. Address changes are not possible on the Web site. If you are an active Federal employee, your agency must update your TSP address. This is because your agency is responsible for maintaining information about you and submitting it to the TSP record keeper. Consequently, you must inform your agency personnel office so that it can update its records; only then will it have correct address information to pass on to the TSP with its routine (biweekly) data submissions.

If you have separated from Federal Service, you must notify the TSP Service Office in writing when your address changes. You can: (1) submit Form TSP-9, Change of Address for Separated Participants, (2) send a signed and dated letter providing your new address and including your name, Social Security number, and date of birth, or (3) submit a withdrawal-related form (for example, Form TSP-70, Withdrawal Request, or Form TSP-72, Request for TSP Materials). Mail your change of address to: TSP Service Office, National Finance Center, P.O. Box 61500, New Orleans, LA 70161-1500.

### **Questions About the Calculator**

**Q. I can't get the calculator to work. What am I doing wrong?**

A. First, let's make sure you are using it right. Please follow these steps:

1) Enter your variables and an assumed rate of return (i.e., the percentage of investment earnings you believe you will earn on your investment). If you make an error or wish to change the information in one of the boxes, use the delete key to erase all of the numbers in that box before you enter your new information.

2) Click the "Calculate" button at the bottom of the page.

3) View your results at the top of the screen. If you scroll down, you will come to the two tables you used to enter your variables, with the results filled in:

- Growth of Future Contributions and Earnings
- Growth of Your Existing Account Balance

If you want to do another calculation, go to those tables, delete completely all of the numbers that you want to change, and enter new ones. Then click the "Re-Calculate" button at the bottom of the page. If the calculator still doesn't work, try the following:

- Make sure you are using a current version of your browser. Older browsers may not perform correctly.
- Try reducing the font size of your display. Switching to a smaller font has worked for some participants whose computers were coming up with \$0.
- If all else fails, you can make manual calculations by using the worksheet and tables on pages 14-16 of the booklet Summary of the Thrift Savings Plan for Federal Employees, which is available in [Forms & Publications](#) or from your agency personnel office.

## **Questions About Account Access**

### **Q. How can I access my account information?**

A. You can use the [Account Access](#) feature of this Web site to find out your account balance, request an interfund transfer, find out the amount you have available for a loan (as well as the current loan interest rate), or check on the status of a loan or withdrawal. You can also get this information from the [In order to access account information and to make on-line transactions through the Web, your browser must have Secure Sockets Layer \(SSL\) and 128-bit encryption. \(For questions about security and account access, see FAQs about TSP Web Site Security.\)](#) You will need your Social Security number and your Personal Identification Number (PIN) to access account information through either the ThriftLine or the Web. If you have forgotten your PIN, you can get a new one through the Account Access area of this site or by calling the ThriftLine.

Note: Account balances are updated after the monthly allocation of earnings to participants' accounts. Your monthly balance is generally available on the 7th business day of the month.



## THRIFT PIINs THRIFT PIINs THRIFT PIINs THRIFT PIINs

**You should have received your new TSP Summary Booklet detailing the new changes and options in the TSP. As the process becomes more and more available on line, it is to your advantage to know what your “PIIN” is. If you don’t currently know your PIIN, you can request a new one be provided to you via the TSP Web at [www.tsp.gov](http://www.tsp.gov). Go to the Account Access section and follow the instruction. Be sure to check the box requesting a new PIIN. The PIIN will then be sent to you through the mail. After you have received the new PIIN, set up a sure way to remember it. This will become even more important to you when the new computer system is on line and you can do daily changes.**

## UNIFORMED SERVICES THRIFT SAVINGS PLAN

Uniformed Services Participation in The Thrift Savings Plan: One provision of Public Law 106-398, enacted October 30, 2000, extended participation in the Thrift Savings Plan (TSP) to members of the uniformed services. Because the contribution rules are different for uniformed services members, the TSP record keeper must maintain separate databases for civilian and uniformed services participants' accounts. Consequently, participants who are both Federal civilian employees and uniformed services members (i.e., reservists) will have two separate accounts. The two accounts will be treated separately for some purposes. For example, if an employee wants to move money among investment funds, the employee must submit two interfund transfer requests, one for each account. However, the accounts will be combined for the Internal Revenue Code's elective deferral limit on contributions and in determining the amount an employee is eligible to borrow from the TSP. In 2002, members may contribute up to 7 percent of the basic pay earned each month. If the member is contributing from basic pay, he or she may also contribute all or any whole percentage of any special or incentive pay (including reenlistment or other bonuses) received. However, the total amount contributed each year cannot exceed the Internal Revenue Code's elective deferral limit (\$10,500 for 2001). As noted above, for members of the Ready Reserve or National Guard who also have civilian TSP accounts, the total of all contributions to all plans cannot exceed this elective deferral limit. In addition, member contributions are subject to another Internal Revenue Code section (26 U.S.C. 415(c)) which limits contributions to the TSP and other qualified plans to \$35,000, or 25 percent of the uniformed services compensation, whichever is less. If the individual is a reservist and a Federal civilian employee, the 25 percent limitation applies to the combined reservist and civilian compensation. Members will be able to sign up to participate in the TSP during a special 60-day open season, beginning on October 9, 2001, and ending on December 8, 2001. Contributions to the TSP based on the sign-up will begin to be deducted from paychecks the first week of January 2002.



## **Office of Personnel Management Retirement Q&A's**

**Q.** If the agency accommodates an individual because of a disability, would the individual be eligible for a disability retirement?

**A.** It will depend on how we accommodate the employee. In *Bracey v. OPM*, the question of accommodation is made clear. Bracey was an electronics worker who suffered injuries resulting in a disability. The agency allowed him to perform light duty work for years without reassigning him to a vacant position. In addition, the light duties assigned were not in his official position description (electronics worker). Mr. Bracey was RIFed and applied for disability retirement. OPM denied the disability retirement citing that the employing agency accommodated his medical condition by providing him with light duty work within his medical restrictions and they were not temporary in nature. Merit Systems Protection Board (MSPB) reversed the OPM decision on the finding that Mr. Bracey was not accommodated because the duties of his light duty assignment were not those of an electronics worker. Therefore, he was eligible for disability retirement. OPM petitioned for review but the full Board upheld the MSPB decision. The full Board based this decision on the facts that Mr. Bracey did perform light duty assignments that were not the duties of his official position nor was he reassigned to a vacant position in the same grade/pay level.

In short, an agency can retain a disabled employee in two ways: 1) assign the employee to an established vacant position at the same grade and pay, or 2) accommodate the employee's disability in a way that enables the employee to perform the duties of his official position. If an employee is performing light duty assignments that are not in the position description, it is not an accommodation. If the agency reassigns the employee into a vacant position within the same grade/pay level OR if the agency works with the position description to accommodate the employee; that is, the employee is still performing at least one critical/essential element of the position--then the agency has accommodated the employee. After you apply these standards, you will be able to determine if the employee is eligible for a disability retirement.

**Q.** An employee is retiring from his civilian job while in an active duty military status. He terminated his FEHB coverage as of the day before entering active duty. Is the employee eligible to continue his FEHB coverage into retirement?

**A.** If the employee's enrollment was terminated and he retires on an immediate annuity without having returned to duty and meets the participation requirements for continuing coverage as a retiree, the employee may request reinstatement of his enrollment within 60 days after retirement regardless of whether the employee is still on active military duty. If the employee does not request reinstatement, the retirement system will automatically reinstate the enrollment when his military service ends.

# Understand your LES every pay day!

## LONG RANGE RETIREMENT SEMINAR

*There will be a Long Range Federal Employees Retirement System (FERS) Seminar on 27 June 2001 at the 120th Fighter Wing in Great Falls in the Cottonwood Room from 0800-1630 and 25 June 2001 in Helena at the 189<sup>th</sup> classroom from 0800-1630. Announcement Flyers will be distributed via distribution to work areas. This course is designed for FERS technicians with more than 5 years until retirement. Supervisors, please encourage your technicians to attend, especially new employees in the FERS. Early planning is critical to maximize the benefits of the FERS. Registration will be done through the Helena HRO office only. Please contact either TSG Robert Gregori at DSN 747-3131 or SFC Sharon Kaberline at DSN 747-3130.*

*The Employee Services Section is here to assist you with all of your Employee Benefits. Please contact the Employee Services Section if you have any questions regarding Retirement, The Thrift Savings Plan, Federal Employees Health Benefits, Federal Employees Group Life Insurance, Employee Assistance Program, Suggestion Program, Workers Compensation, With-In Grade increases, (certain) Leave and Earnings Statement questions, and Performance Appraisals. POCs are SFC Sharon Kaberline at (406) 841-3130/DSN 747-3130, TSG Robert Gregori (406) 841-3131/DSN 747-3131. Air National Guard Technicians may also contact MSG Lisa Smith at x2243*

## SECTION V – CLASSIFICATION/STAFFING

**SMS WAYNE LOSING**  
**SSG EDWINA STRAINER**  
**SGT KEITH HERRIN**

### APPLYING PROCEDURE COURSE:

The staffing/classification section is still planning to conduct classes in the correct applying procedures for applicants and an advanced interviewing/selection process class for selecting officials. It was tentatively planned to conduct two trainings in Great Falls and two in Helena during the last two weeks of May, however the level of interest in these classes have been minimal – **we have received only 3 calls from people interested in attending.** We have to schedule our training sections (the when and where) based on the amount of interest, so it is imperative that you call and register. Each section of the training is scheduled to last 2 hours, for a total of 4 hours. If you have any questions or topics of concerns that you would like these classes to address during the course, Email

your questions, concerns, and register to attend by writing or calling:  
[michael.herrin@mtgrea.ang.af.mil](mailto:michael.herrin@mtgrea.ang.af.mil); call SGT Herrin at 841-3133. The website is available now with access to HRO information on many subjects (including applications and forms for Microsoft Word and Jetform).

## **SECTION VI – ACTIVE GUARD RESERVE**

### **MSG GARY MORGAN**

### **SGT TIMOTHY McCOY**



### **TRANSITION ASSISTANCE PROGRAM TRAINING**

Airman and soldiers that have achieved 15 years active federal service are encouraged to attend TAP training at Malmstrom AFB shortly after reaching the 15 year milestone and again approximately 6 months prior to retirement. ANG airmen may contact MSgt Lisa Smith to arrange an appointment to attend TAP Training. ARNG soldiers will be contacted by this office to schedule their TAP training.

## **TRICARE**

With all of the changes that are occurring in the health care coverage it is recommended that you take a few minutes and log on to [www.tricare.osd.mil](http://www.tricare.osd.mil) to review any changes in yours and your dependants health care. It is your responsibility to ensure that you are familiar with your health care system and to ensure that the bills are being sent to the correct location for payment/processing.

Once TriCare Prime Remote for families is implemented we will be holding town meetings across the state to review the program with the affected soldiers and their dependants. It is also recommended that you log on to [www.mytricare.com](http://www.mytricare.com) and establish a personal login so that you can review claims and health care information.

## **ARMY AGR PHYSICALS**

It appears as though some AGR soldiers feel they are exempt from completing their periodic physical examination. Just a reminder IAW AR 135-18 and NGR 600-5 failure to have a current physical examination is cause for removal from the AGR program. If

you do not know when your physical is due or if you do not know how often you need a periodic physical contact your Readiness NCO, if you are a Readiness NCO and do not know the answer to these questions contact your OIC (I am sure he/she would like to visit with you). One last reminder physicals are to be scheduled through your unit not through Tri-Care.

## **ARMY AGR PERSONNEL/PAYROLL TRANSACTIONS**

This is your semi-annual reminder that all Army AGR personnel and payroll transactions must be routed through HRO. We have had several instances where documentation was sent directly to SIDPERS thinking that this would also change DFAS. Just so you know SIDPERS transactions do not drive AGR payroll changes.

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FOR THE ADJUTANT GENERAL:

//signed//  
JAMES D. HOGAN  
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Human Resources Officer

Distribution:  
ARNG/ANG Intranet  
HRO On-line  
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